### **Contract Appeals Board FY2016**

Agency Contract Appeals Board

Mission The mission of the Contract Appeals Board (CAB) is to provide an impartial, expeditious, inexpensive, and knowledgeable forum for hearing and resolving contractual disputes, protests, and debarments and suspensions involving the District and its contracting

communities.

Summary The Contract Appeals Board reviews and determines de novo protests of District contract of Services solicitations and/or awards, appeals by contractors of District contracting officer final decisions on contractor claims, claims by the District against a contractor, appeals by contractors of suspensions and/or debarments, and contractor appeals of interest payment claims under the Quick Payment Act. PERFORMANCE PLAN DIVISIONS • Adjudication • Contract Appeals Board (Agency Management Program

## 2016 Objectives

#### **FY16 Objectives**

Objective Number	Objective Description					
(empty)	(empty) (3 Objectives)					
1	Promote public confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests.					
2	Enhance the Board's ability to efficiently and inexpensively manage and adjudicate cases.					
3	Educate government and private contracting parties on resolving disputes through alternative dispute resolution methods.					

## 2016 Key Performance Indicators

Measure	Division	Frequency of Reporting	FY 2013	FY 2014	FY 2015	FY 2015 Target	FY 2016 Target
1 - Promote public confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests. (6 Measures)							
Percentage of protests resolved within 60 business days		Annually					95
Percentage of appeals cases decided within 4 months of the case being ready for decision		Annually					90
Percentage of new cases using electronic filing system.		Annually					100
Percentage of decisions sustained on appeal		Annually					100
Percentage of cases closed by the Board in the current fiscal year that are electronically archived to permit web-based retrieval and full-text searching capability.		Annually					100
Percentage of pending cases that are 3 years old or less.		Annually					85

## 2016 Workload Measures

Measure	Frequency of Reporting	FY 2013	FY 2014	FY 2015
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Workload Measure (5 Measures)							
Number of contract solicitations and award protests filed	Annually	24	18				
Number of appeals by contractors of District contracting officer final decisions files	Annually	12	8				
Number of cases by the District against contractors	Annually	0	0				
Number of appeals by contractors of suspensions or debarments filed	Annually	0	0				
Number of contractor appeals of interest payment claims under the Quick Payment Act filed	Annually	0	0				

# 2016 Initiatives

Objective Number	Objective Title	Initiative Number	Initiative Title	Initiative Description			
(empty	(empty) - 1 (2 Initiatives)						
1	Promote public confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests.	1.1	Continue significant reductions to the number of open appeal cases that are 3 years or older by September 2016.	During the current Board Judges' tenures beginning in FY2011, CAB has reduced the total docket of appeals cases from 113 (FY2011) to 48 at the close of FY2015. The decrease results from closing 92% of an historic appeals backlog, conducting trials in 40 government contract cases in three years, and closing a record 105 cases in FY14-15. In addition, the Board is committed to reducing the number of appeals cases that are three years or older to less than 5%. Completion date: September 2016.			
1	Promote public confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests.	1.2	Complete digital archiving and loading into the database of all dispute cases decided between 1985-1988, and all protest cases decided between 1985-1988, permitting web-based retrieval and full-text searching capability by the parties with pending cases and the public.	Digital archiving provides for better preservation and retrieval than paper records. Once digitized, the Board's case files can be imported into its document management system and database. The database is linked to the Board's public website which contains a series of searching options for users, such as searching documents by case number and full-text searching. This functionality provides a unique level of accessibility and transparency for litigants particularly those who are self-represented, the contracting community and the public. From FY11 to FY15, the Board digitized and uploaded 717 cases to the public website. In FY16, the Board will continue to digitize and upload historical cases to the public website, focusing on appeals cases decided from 1985 to date and protest cases decided from 1985 to date. Completion date: September 2016.			

#### (empty) - 2 (1 Initiative)

2 Enhance the Board's ability to efficiently and inexpensively manage and adjudicate cases.

Expand and improve law student intern program.

2.1

Expeditious case disposition, including pretrial case management in appeal cases, requires meticulous attention to detail in tracking all pleadings, researching case precedent, and drafting memoranda, orders and opinions. In FY15, CAB received 1,346 documents in open cases, and CAB Judges reviewed over 22,150 pages of material filed with the Board. In this regard, the Board has established a voluntary multi-year Law Clerk program dating back to 2011. We have subsequently expanded the program to include all local law schools, and have engaged Law Clerks from American, Georgetown, George Washington, Howard University and the University of the District of Columbia law schools. The program is likely to continue in FY16, providing CAB Judges and Attorney Advisors with law students or recent law graduates to assist in the efficient, effective and fair resolution of CAB matters. Completion date: September 2016.

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#### (empty) - 3 (1 Initiative)

3 Educate government and private contracting parties on resolving disputes through alternative dispute resolution methods.

3.1 Meet with stakeholders to promote ADR methods.

In FY16 the CAB (through Board members or other appropriate personnel) will continue to educate stakeholders on mediation and other ADR opportunities. At the inception of each case, CAB encourages mediation/settlement through Scheduling Orders. Further, the Presiding Judge encourages mediation/settlement at the pretrial conference in each case. The Board is examining ways to expand in-house mediation and ADR opportunities for litigants. In FY16, the Board will continue to build upon its capacity to offer meaningful settlement/mediation opportunities to litigants. We anticipate that these efforts will result in litigants requesting dismissal in up to 30% of the cases closed by the Board in FY16. Completion date: September 2016.

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